



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of School Child Nutrition Programs

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: October 15, 2014

SUBJECT: **Operational Memorandum #1-15**
Schedule for Submission of Online Reimbursement Claim Data

The Code of Federal Regulations for the National School Lunch Program [§ 210.8(b)(1)] outlines the time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the 15th of the month following the last day of the month covered by the claim or as noted on the new schedule below when the 15th falls on a weekend or holiday. Final claims, including revisions, must be submitted no later than 60 days following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days may not be paid. The new schedule is listed on the next page.

As a reminder, sponsors must adhere to this schedule to ensure timely payment of claims. The claim system will be locked at the close of the workday on the date indicated in column 2 on the Schedule for Submission of Claims. Additionally, during a certain period every month, claims are locked due to processing. The timeframe for processing varies; therefore, if you are locked out and cannot submit your online claim, we suggest that you try daily until the claims are unlocked. (Though the child nutrition program office will send an e-mail notification when the claiming system opens, it may not be received. Therefore, it is the responsibility of the sponsor to check the online system to determine if it is unlocked and to submit claims within a timely manner.)

Note: If you are submitting a **late claim** that is reaching the final deadline date for submission outlined in column 4 and the claiming system is locked, you should submit this claim on the paper [Claim for Reimbursement form](#) found with this Operational Memorandum. ***This form may only be used for the submission of late claims that are approaching the final deadline date.*** These claims must be sent to the attention of Avis Kelly at the Bureau of Health/Nutrition, Family Services and Adult Education, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457. These forms must be postmarked no later than the date in column 4.

Questions may be directed to:

Consultants for School Nutrition Programs	
County	Consultant
• Fairfield County	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
• Hartford County (towns/cities beginning with A-R)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
• Hartford County (towns/cities beginning with S-W) • Windham County	Susan Alston susan.alston@ct.gov 860-807-2081
• Litchfield County	Allison Calhoun-White allison.calhoun-white@ct.gov 860-807-2008
• Middlesex County • Tolland County	Andy Paul andrew.paul@ct.gov 860-807-2048
• New Haven County	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
• New London County	Monica Pacheco monica.pacheco@ct.gov 860-807-2073

Schedule for Submission of Online Reimbursement Claim Data
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
October 1, 2014 - September 30, 2015

(1)	(2)	(3)	(4)
Reimbursement Claim Month	This DUE DATE is the date the claim must be received by the State Agency to ensure prompt payment	This is the date that the reimbursement claim check is due to be paid if the State Agency receives claim by the date in Column (2)	FINAL DEADLINE To receive payment, this is the final date that the claim can be submitted* to the State Agency
October 2014	November 14, 2014	December 30, 2014	December 30, 2014
November	December 15	January 29, 2015	January 29, 2015
December	January 15, 2015	March 2	February 28
January 2015	February 17	April 1	April 1
February	March 16	April 29	April 29
March	April 15	May 30	May 30
April	May 15	June 29	June 29
May	June 15	July 30	July 30
June	July 15	August 29	August 29
July	August 14	September 29	September 29
August	September 15	October 30	October 30
September	October 15	November 30	November 28

***Definition:** “Submitted” means mailed (postmarked).

1. Claims are due (received by State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Final claim data **MUST** be received “Online” by the date in column (4) to comply with the required time frame (60 days).
3. Claim forms (original or revised) must be submitted “Online” by the date in column (4) final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

JF:td